

# MMARS Guide to Key Financial and Payroll Information

## MMARS/LCM Documents

ABDL+ Accounting Based Document Lapse  
 AD+ Automated Disbursement  
 AR Advance Refund  
 BA\* Bond Authorization  
 BGCN\* Central Expense  
 BGCP\* Capital Spending Expense  
 BGCS\* Central Subsidiary Expense  
 BGDN Departmental Expense  
 BGDR Departmental Revenue  
 BGDS Departmental Subsidiary Expense  
 BGPR Program Budget  
 BGRE Phase-Specific Reimbursable  
 BGRG\* Grant Reimbursable  
 BGRN\* Central Revenue  
 BGTS\* Central Subsidiary Expense - Non CTR  
 CA+ Cost Allocation  
 CBDL+ Commodity Based Document Lapse  
 CD+ Cash Deposit  
 CEC\* Commodity Encumbrance Correction  
 CH+ Charge Transaction  
 CR Cash Receipt  
 CT\* Contract  
 DEPTE Employee Event Accounting Info Doc  
 EA\* Expenditure for Advance  
 EAV\* Encumbrance for Advance  
 EFT+ Electronic Funds Transfer  
 ER\* Expenditure Refund  
 EPPA Employee Pay Period Accounting Info  
 EX\* Expenditure Correction  
 FA Fixed Asset Acquisition  
 FC\* Fixed Asset Cancellation  
 FD Fixed Asset Disposition  
 FE Fixed Asset Depreciation Expense  
 FI\* Fixed Asset Increase/Decrease  
 FM Fixed Asset Modification  
 FP\* Fixed Asset Selling Price Change  
 FT Fixed Asset Transfer  
 FX\* Fixed Asset Type Change  
 GAE\* General Accounting Encumbrance  
 GAEC\* General Accounting Encumbrance Correction  
 GAIP+ GA Intercept Payment  
 GAP General Accounting Pre Encumbrance  
 GAX General Accounting Expense/Expenditure  
 GX9\* Summary Payment Voucher  
 GXM General Accounting Expense/Medicaid  
 IE\* Internal Encumbrance

IET Internal Exchange Transaction  
 INP Incidental Payment  
 ITA Internal Transaction Agreement  
 ITI Internal Transaction Initiator  
 LARQ Labor Cost Redistribution Request  
 MA\* Master Agreement  
 ME+ Fixed Asset Mass Depreciation Expense  
 OT\* Operating Transfer  
 PC\* Commodity Purchase Order  
 PH\* Payroll Hold Encumbrance Document  
 PMTL Position Maintenance Interface  
 POAA Position Authorized Accounting Information  
 PRADJ+ Payroll Labor Redistribution  
 PRC\* Commodity Based PR  
 PREXP+ Payroll Expenditure  
 PRLDE+ Document Error Reallocation Document  
 PRLIF+ Insufficient Funds Reallocation Document  
 PRLNP+ LCM Payroll Accounting  
 PRLVP+ LCM Payroll Accounting  
 PRM+ Matching PR - Normal  
 PRN+ Matching PR - Negative (Inverse Reference)  
 PRRFC\* Current Year Payroll Refund  
 PRRFP\* Prior Year Payroll Refund  
 PRRV\* Payroll Refund Receipt Voucher  
 RA\* Request for Advance  
 RE\* Receivable  
 RF1\* Revenue Refund Payment  
 RF3 Revenue Refund Summary Payment  
 RIN+ Recurring Invoice  
 RPO\* Recurring Payment Order  
 RQS Standard Requisition  
 RT Receipt of Trust  
 TV Trust Voucher  
 VCC\* Vendor/Customer Creation  
 VCM\* Vendor/Customer Modification  
 WO Write Off  
 WR+ Warrant Reconciliation

## Frequently Used Pages

ACTV Activity  
 APPR Appropriation  
 ASUM Appropriation Summary  
 BQ11LV FHWA Projects: Level 1-2  
 BQ81LV Central Subsidiary Expense: Level 1-3  
 BQ82LV Central Revenue: Level 1-3  
 BQ83LV Dept. Expense: Level 1-3  
 BQ84LV Dept. Subsidiary Expense: Level 1-3  
 BQ85LV Dept. Revenue Budget: Level 1  
 BQ86LV Capital Spending: Level 1-4  
 BQ87LV Program Budget: Level 1-4  
 BQ88LV Reimbursable Grant Budget: Level 1-2  
 BQ89LV Central Expense: Level 1-2  
 CACT Customer Account Options  
 COMM Commodity  
 DISBDQ Disbursement Detail Query  
 DISBQ Disbursement Query  
 DISRQ Disbursement Request  
 EDPR Pay Event Specific Distribution Profile Ref  
 EEAF Employee Information Activity Folder  
 FAHIST Fixed Asset History by Fixed Asset Number  
 FARACTG Fixed Asset Registry Accounting  
 FARCOMP Fixed Asset Component Journal  
 FARHDR Fixed Asset Registry Header  
 GFPI Grant Funding Profile Inference

INTAQ Intercept Activity Query  
 LDPR Labor Distribution Profile Reference  
 LHCOA Labor History by COA Act Folder  
 LHDOC Labor History by Document Act  
 LHEMPL Labor History by Employee Act  
 MATA Matching Status  
 MJPRG Major Program  
 PAUTH Position Authorized Acc Activity  
 PAYA Payroll Alternate Acc Activity  
 PCREQ Payroll COA Required Elements  
 PEOBJ Pay Event Object  
 PEREF Payroll Encumbrance Cross Ref  
 PHASE Phase  
 PINF Position Information Act  
 PLOC Procurement Location  
 PPC Program Period  
 PROG Program Setup  
 QLAR Adjustment Request Inquiry  
 RDET Receivable History & Reference  
 RESTA Receivable Search  
 RPSCHD Recurring Payment Schedule  
 SIG Schedule Invoice Generation  
 UNIT Unit  
 VCUST Vendor/Customer  
 VIR Vendor Invoice Registry

## Information Delivery

DocDirect Web  
 View Pre-defined Source System Reports  
<https://docdirect.itd.state.ma.us>  
 CIW Web Portal  
 View Pre-defined CIW Reports  
<https://ciw-reports.state.ma.us/cognos/cgi-bin/login.exe>  
 Commonwealth Information Warehouse (CIW)  
 Pre-defined Starter Queries  
 Customized Queries and Reports  
<http://www.iw.state.ma.us>

## DocDirect Legend

N MMARS and LCM  
 AP Accounts Payable  
 AR Accounts Receivable  
 CA Cost Accounting  
 GA General Accounting  
 PR Procurement  
 LC Labor Cost Management  
 W Warehouse  
 WD Warehouse Detail  
 WDS Warehouse Detail Summary  
 S Source System  
 SD Source Detail  
 SDW Source System Detail  
 H HRCMS



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\* Document may need approval  
 + System-generated documents

## Helpful Hints

<b>APPR</b>	<b>Appropriation</b> Is the appropriation authorized for payroll expenditures?
<b>ASUM</b>	<b>Appropriation Budget Summary</b> What page in MMARS will list the Central Expense and Central Subsidiary Expense for my Department?
<b>BQ81LV3</b>	<b>Central Subsidiary Expense : Level 3</b> What is the obligation ceiling amount for my department appropriation at the object class level?
<b>BQ82LV3</b>	<b>Central Revenue : Level 3</b> What page displays the amount of funds for the Central Revenue Budget at the department and revenue source level?
<b>BQ83LV2</b>	<b>Departmental Expense : Level 2</b> I am a former classic MMARS user and I would like to see a table similar to the old ESUM table. What is the current page in MMARS to view dollar amounts at the Division and District level?
<b>BQ84LV2</b>	<b>Departmental Subsidiary Expense : Level 2</b> I would like to see a table similar to the old ESUM table. What is the current page in MMARS to view dollar amounts at the object class level?
<b>BQ85LV1</b>	<b>Departmental Revenue Budget</b> Which page will displays the breakdown of revenue by unit code?
<b>BQ86LV1</b>	<b>Capital Spending : Level 1</b> My Department was informed by ANF that the BGCP document is completed for the Appropriation Type 2CN. What page will display the dollar amount at the major program category?
<b>BQ87LV3</b>	<b>Program Budget : Level 3</b> On which page can I view the dollar amount for an approved BGPR?
<b>BQ88LV2</b>	<b>Reimbursable Grant Budget : Level 2</b> I have been assigned to be the Grants Manager for my Department. Which page will display the results of the CTR completing the document at the program level?
<b>BQ89LV2</b>	<b>Central Expense : Level 2</b> What page tells me how much money from my reimburseable grant is available for the current Fiscal Year?
<b>COMM</b>	<b>Commodity</b> I am setting up an encumbrance in MMARS and I need to locate a commodity code. What page in MMARS will allow me to look up commodity code?
<b>DISBDQ</b>	<b>Disbursement Detail Query</b> What page can I look at to track payments to vendors and the check/EFT number?
<b>DISRQ</b>	<b>Disbursement Request</b> What page in MMARS allows me to track payments scheduled to be paid to vendors?
<b>EDPR</b>	<b>Pay Event Distribution Profile</b> What templates can I use to distribute labor for specific Pay Event codes?

**What  
question  
does this  
page  
answer?**

<b>EEAF</b>	<b>Employee Information</b> What is the labor distribution for a particular employee? Where do I modify an employee's default labor distribution or the labor distribution for a particular pay period?
<b>GFPI</b>	<b>Grant Funding Profile Inference</b> What page in MMARS will display the Funding Profile by Program Code?
<b>LDPR</b>	<b>Labor Distribution Profile</b> What templates can I use to distribute labor rather than enter the accounting information manually? In particular, what templates allow me to split charges between different accounting distributions?
<b>LHCOA</b>	<b>Labor History by Chart of Accounts</b> Where can I view the payroll charges for a particular account?
<b>LHDOC</b>	<b>Labor History by Document</b> MMARS Payroll documents summarize payroll charges. Where can I find the detailed charges associated with a specific Payroll document?
<b>LHEMPL</b>	<b>Labor History by Employee</b> Where can I find the payroll charges for a specific employee?
<b>MATA</b>	<b>Matching Status</b> I have been assigned by my manager to check if a RPO generated a PRN. What page in MMARS will allow me to match the RPO to the PRN documents?
<b>MJPRG</b>	<b>Major Program</b> What page in MMARS will display the Major Program codes for my department?
<b>PLOC</b>	<b>Procurement Location</b> What page in MMARS will give me the shipping and billing codes for my Department?
<b>PROG</b>	<b>Program Setup</b> What page in MMARS will display Program Codes?
<b>QLAR</b>	<b>Labor Cost Redistribution Request Inquiry</b> Where can I see the adjustments created to modify the accounting distribution after Payroll ran?
<b>QPAMERR</b>	<b>Payroll Accounting Error Inquiry</b> The QLAR page shows a particular adjustment as not processed. Where can I find out if there are errors that need to be corrected?
<b>RPSCHD</b>	<b>Recurring Payment Schedule</b> You are preparing a RPO document and would like to know the schedule ID to place on the RPO document. What page do you use?
<b>SIG</b>	<b>Scheduled Invoice Generation</b> What page allows you to see if an invoice generated for the Ready Payment?
<b>VCUST</b>	<b>Vendor Customer Table</b> I have been instructed to complete and enter a VCC document. I would like to see if the vendor is on the MMARS system. Which page can I use?
<b>VIR</b>	<b>Vendor Invoice Registry</b> I duplicated an invoice number on a GAX document and received an error message. I would like to see the invoices paid against a particular vendor. What page in MMARS will allow me to search by vendor code and view the vendor invoice numbers and document amounts?